Management Control Evaluation Checklist
Personnel Accounting and Strength Reporting

REGULATION NUMBER:	AR 600-8-6
DATE OF REGULATION:	24 Sep 98

Assessable Unit : (Mailing address and phone number)

Purpose. To assist commanders, units, BNS1, and PAS in evaluating this key management control item.

Instructions. Answers to the questions below must be based on actual testing of the controls (i.e., document analysis, direct observation, interviewing, sampling, simulation, etc.). Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These key controls must be formally evaluated in accordance with the schedule in the Management Control Plan. Units that have converted to SIDPERS3 will use the SIDPERS3 equivalent of the SIDPERS reports specified in this checklist. Certification that this evaluation has been conducted must be accomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement.)

Comments. To help improve this review tool, you may submit comments to the HQDA functional proponent: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDO-PO, 200 Stovall Street, Alexandria, VA 22332-0474.

Supersession. This checklist supersedes the checklist for AR 680-1, Personnel Activities/ Personnel Accounting and Strength Reporting, previously published in DA Circular 600-8-89-1. For assistance in responding to questions, you may contact the functional proponent.

Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number) | **Date of Evaluation**

Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7)

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TEST QUESTIONS:	RESPONSE			TESTING APPROACH			
	YES	NO	N/A	Document Analysis	Direct Observation	Sampling	Simulation
1. Is the PAS producing the AAC-PO1 (Personnel Transaction Register) report each SIDPERS cycle? N/A. PO1 rosters were disposed of when SIDPERS 3 came on line.	☐	☐	⊠	☐	☐	☐	☐
2. Is the PAS chief authenticating the original copy of the AAC-PO1 for historical purposes by preparing and signing a monthly memorandum addressed to the Local Records Holding Area (LRHA)? N/A. PO1 rosters were disposed of when SIDPERS 3 came on line.	☐	☐	⊠	☐	☐	☐	☐
3. Is the BNS1 reconciling the differences between the adjusted SPF and reported strength in the accountable strength section of the AAC-PO1? N/A. PO1 rosters were disposed of when SIDPERS 3 came on line.	☐	☐	⊠	☐	☐	☐	☐
4. Is the BNS1 taking action to correct discrepancies between SPF and AAC-PO1 (i.e., submission of (i.e., submission of arrivals, departures, etc.)? N/A. PO1 rosters were disposed of when SIDPERS 3 came on line.	☐	☐	⊠	☐	☐	☐	☐
5. Is the PAS producing the AAA-162 (Personnel Strength Zero Balance Report) on microfiche (or on paper when microfiche is not available) bimonthly and on paper midmonth and at the end of month cycle?	☐	☐	☐	☐	☐	☐	☐
6. Is the PAS chief authenticating the original copy of the AAA-162 and increasing the accountable or attached strength?	☐	☐	☐	☐	☐	☐	☐
7. Is the BNS1 annotating each soldier's name and date reported to the AAA-162 and increasing the accountable or attached strength?	☐	☐	☐	☐	☐	☐	☐
8. Is the BNS1 posting all changes that occur before the hard copy AAA-162 report is received?	☐	☐	☐	☐	☐	☐	☐

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	YES	NO	N/A	Document Analysis	Direct Observation	Sampling	Simulation
9. Is Part I of the AAA-162 being reviewed by the BNS1 to ensure there are no differences between the organizational and management strength and the actual strength? If discrepancies are found, are the appropriate strength transactions being submitted to correct the situation?	☐	☐	☐	☐	☐	☐	☐
10. Is Part II of the AAA-162 being reviewed by the BNS1 to ensure that all manually posted transactions have processed? If some transactions did not process or if there were errors, were the appropriate transactions submitted or resubmitted?	☐	☐	☐	☐	☐	☐	☐
11. Is the AAC-C165 (Unit Personnel Accountability Notice) being produced by the PAS each SIDPERS cycle?	☐	☐	☐	☐	☐	☐	☐
12. Is the BNS1 comparing the latest AAC-C165 to the previous cycles AAC-C165 to ensure that all previous errors were resolved?	☐	☐	☐	☐	☐	☐	☐
13. Is the BNS1 carrying unresolved notices from the previous cycle's AAC-C165 forward to the latest AAC-C165?	☐	☐	☐	☐	☐	☐	☐
14. Are the appropriate SIDPERS transactions being submitted by the BNS1 to resolve AAC-C165 notices?	☐	☐	☐	☐	☐	☐	☐
15. Is the BNS1 annotating the latest AAC-C165 with the actions taken?	☐	☐	☐	☐	☐	☐	☐